

**Request for Proposals**  
**For Building Material Supply Discounts**

---

**West Valley City Community Development**  
**Housing Remodel Program**

## **I. Summary**

The West Valley City Community Development Department hereby issues a Request for Proposals (“RFP”) for building material supply discounts. The West Valley City Community Development Department, as part of a strategic goal of the West Valley City Council, is initiating a housing remodel program. This program is designed to prevent neighborhood deterioration by incentivizing maintenance and repair of homes and yards; to encourage investment in neighborhoods by incentivizing remodeling of homes; to improve the aesthetic appeal of neighborhoods; to encourage homeownership by incentivizing only owner-occupied homes; and to promote property value appreciation.

The program will initially focus on a particular target area within the City. The initial target area will be in the Wright subdivision between 2700 West and I-215 and from 3800 South to 3935 South. It comprises 153 homes. Many have flat roofs, poor exterior siding, original windows and doors, and many are in need of site improvements such as landscaping. The City anticipates 20-30 homes in the first year with the majority of them doing minor repairs and upgrades (projects under \$5,000). Over time, the City plans to expand the program to other neighborhoods within the City.

The housing remodel program will consist of three components:

- 1- Building material supply discounts to help reduce cost of remodeling
- 2- Rebates from the City for exterior repairs/upgrades and yard enhancements
- 3- Low to no interest loan through the City to help finance remodeling

Once these three components are set up, the city will then market the program through extensive neighborhood outreach.

The purpose of the request for proposal (“RFP”) is to address the first component of the program, a building material supply discount.

The program will only be available to homeowners with low to moderate incomes. Low to moderate income means incomes that are 80% or less than the median income of the larger Salt Lake metro area. The City will determine program eligibility by verifying incomes. The homeowner or their licensed contractors will be responsible for the purchase of the necessary materials.

Anticipated upgrades include roof conversions and/or roof replacements, upgrading exterior materials, and installing porch covers, garage additions, window and door replacements, yard and site enhancements, irrigation systems, and other remodel treatments.

Responders to this request for proposals should review the criteria described in this request and submit a proposal that matches those criteria as closely as possible. All responders must follow the requirements listed herein, have a valid business license, submit proof of insurance if required, and provide a warranty covering workmanship and equipment. Failure to follow any requirement of this request may result in rejection of a proposal.

Questions about the RFP should be directed to Kevin Despain at (801) 965-5814 or [kevin.despain@wvc-ut.gov](mailto:kevin.despain@wvc-ut.gov).

## **II. Submission Requirements**

Proposals must be returned to the West Valley City Recorder's Office, Room 140, 3600 S. Constitution Blvd., West Valley City, Utah 84119, no later than **10:00 a.m. local prevailing time**, as conclusively established by the clock in the City Recorder's Office, on **Monday, November 5, 2012**. Proposals must reflect the best and most current information and offer.

All proposals must be submitted in sealed envelopes that are clearly marked with the bid description "Housing Remodel Program Bid," company name and authorized representative, and a return address on the outside. Responders must submit two copies of their proposal which will include:

- **Completed table of required products (Table A).**
- **Written statement of any other incentives not outlined in the table.**

**All proposals must be signed by an authorized representative of the responder. The signature on the proposal signifies the responder's intent to comply with the terms, specifications, and conditions set forth in this request, unless specific exceptions are explicitly noted on the face of the proposal.**

**West Valley City reserves the right to reject any or all proposals, to waive any formality or technicality in the City's sole discretion, or to accept any proposal deemed to be in the best interests of the City.**

## **III. Intent of Request for Proposal**

The intent of this Request for Proposal is to generally set forth the minimum acceptable requirements for the proposals to be submitted herein. It is the intent of West Valley City to choose a proposal based on compliance with the terms of this request. West Valley City may choose all, part, or none of the proposals. The successful responder(s) shall enter into a contract with the City and will serve as the preferred building material supplier(s) and sponsor(s) for the duration of the program.

## **IV. Description of Products and/or Services Required**

The purpose of the RFP is to partner with a building material supplier or group of material suppliers to provide specific incentives and discounts to homeowners that qualify for the home remodel program and to ensure that all necessary products and installations are accommodated.

**The types of products to be supplied are listed in Table A (Printable table at the end of this RFP)**

If a certain supplier is not able to supply all the required products, then the City will want to know how they are going to partner and collaborate with another supplier.

If product installation is available to the homeowner, please indicate how it can be provided and how it will be managed.

Overall, the City expects a proposal that is unique to the program and not merely the regular business offered to any resident of the area. The proposal package will be incentives that will specifically benefit low to moderate income homeowners who apply and qualify for the program.

#### **V. Criteria for Proposal Evaluation**

Only proposals submitted by responsible responders as defined by the West Valley City Municipal Code will be considered. Proposals will be evaluated according to the following criteria. Proposals will be scored in each area, with the scores given the weight indicated below:

- Strength of discounts of raw materials (50%)
- Ability to provide all needed products (20%)
- Other incentives in written statement (15%)
- Discounts on product installation (10%)
- Ability to generate preliminary bids at no cost (5%)

#### **VI. Other Important Information**

The City reserves the right to, in its sole discretion, reject any and all responses to this RFP; waive any requirement set forth in this RFP; cancel this RFP; and to negotiate with responders prior to final award.

**Response to this Request for Proposals is at the responder's sole risk and expense. The City anticipates selecting one of the responders, but there is no guarantee that any responding proposal will be selected.**

It is the City's policy to encourage equal opportunity in the award of contracts. The City endeavors to do business with responders that share the City's commitment to equal opportunity, and will not do business with anyone who discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition, or place of birth. The City appreciates in advance the efforts that responders will make and looks forward to participating with responders in the selection process.

All responses to this Request for Proposals are subject to the Governmental Records Access Management Act ("GRAMA").

**Table of Required Products -- (Table A)**

Supplier	Product Type	Material discount/incentive	Installation? /discount
<i>i.e. Bob's Windows</i>	<i>Windows, doors</i>	<i>10% discount per 5 window packages, 5% off door frames</i>	<i>Yes, Free delivery</i>
<i>Tim's Lumber</i>	<i>lumber</i>	<i>8% off OSB, 5% off lumber, no discount on engineered lumber</i>	<i>No installation</i>
<b>Roofing Products</b>			
	Shingles, roofing materials, trusses, sheathing, etc		
<b>Exterior</b>			
	rock/brick, veneer, stucco, fiber cement siding/trim, weathering materials, paint supplies, etc		
<b>Windows/doors</b>			
	Windows, shutters, frames/jambs, garage doors, etc		
<b>Lumber</b>			
	Lumber, posts, decking, etc		
<b>Site/yard</b>			
	irrigation systems, fencing, driveway, etc		